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UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 2 March 1965

FROM : Personnel Officer, OTR

SUBJECT: Bi-Weekly Activity Report #4

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

Reassignments

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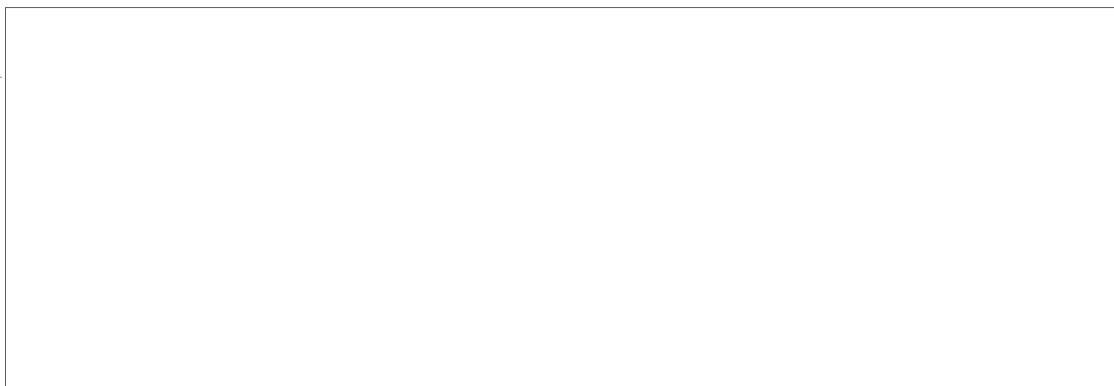
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1. [] has confirmed that [] is available to OTR to replace [] on the Operations Faculty of Headquarters Training Branch. [] is on a one month TDY [] and will be available to OTR upon his return.

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4. When Panel D advised us that they could not pick up [] who was surplus by the LAS reorganization, we considered her for the vacancy in ETB/RS. She was immediately accepted by [] and reported there on Thursday, 25 February 1965.

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5. Another employee who was left unassigned by the LAS reorganization has now been placed. On 1 April 1965 [] will become the Language School Librarian covering duties which have been transferred to the Office of Training as a result of OCR relinquishing their responsibility in this area. [] will remain at [] in the performance of her new duties. [] whom she has been temporarily assisting, has been advised and has agreed to this arrangement.

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Bi-Weekly Activity Report, P0/TR, 2 March 1965

6. [redacted] secretary, will return to duty from maternity leave on Monday, 15 March 1965. Meanwhile, [redacted] who was covering for [redacted], was interviewed on Wednesday, 24 February for a GS-09 analyst position in OCR. She has been accepted by OCR and will leave OTR on Friday, 12 March 1965.

Reassignment Possibilities

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[REDACTED]

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5. We have requested a clerical employee (preferably a college graduate) from the Pool for [REDACTED] since [REDACTED] is no longer a possibility.

[REDACTED]

Personnel Branch Changes

[REDACTED] entered on duty with PO/TR on 23 February. In addition to general office orientation he has received special processing and personnel orientations in all OTR schools and staffs. Along with [REDACTED] he will travel to [REDACTED] for a one day tour. Meanwhile, [REDACTED] reported to Headquarters Personnel for his new assignment this date.

Reassignment Processing

[REDACTED] will TDY Headquarters for approximately 6 weeks of training beginning on 15 March. Included in this will be 4 weeks in [REDACTED]

[REDACTED]

[REDACTED]

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